

STEPS TO PLANTING A CHURCH IN PENN-DEL

The following steps can help you as you launch your new church. As each step is completed, write the date in the blank to the left of the step number. This will help prevent the church planting process from being delayed due to an incomplete step.



_____ **Step 1: Take a Church Planter Profile Pre-Assessment**

Go to <http://churchplanterprofiles.com> and complete the ISA online survey. The cost is \$19.95. The Agency you should select is ***Pennsylvania-Delaware Assemblies of God***.

_____ **Step 2: Take a Church Planter Assessment**

Contact Tom Rees (tom@penndel.org) to schedule a Church Planter Assessment. The prospective church planter and spouse will undergo a Behavioral Assessment Interview. Assessments usually begin at the PennDel Ministries Center at 10:00 AM and conclude by 3:00 PM with lunch.

_____ **Step 3: PennDel Church Planting Director Approval**

Review the results of the Church Planter Assessment. Take time to pray and process the recommendations.

_____ **Step 4: Attend Launch Training**

Attend a Church Planter's Launch Training through the Church Multiplication Network (<http://churchmultiplication.net>)

_____ **Step 5: Speak to Potential Parents and Partners**

Initiate a meeting with a Parent or Sponsoring Churches. Secure their approval.

_____ **Step 6: Sectional Approval**

Initiate a meeting with the Presbyter and his Sectional Committee. Secure their approval.

_____ **Step 7: Complete the PennDel 20/20 Repayable Fund Application**

Church planting repayable matching funds up to \$20,000.00 may be available to qualified churches that are part of a mothering or partnering church plant. Email Danielle Debley (danielle@penndel.org) at the PennDel Ministries Center for the application.

_____ **Step 8: District Superintendent Approval**

Initiate a meeting with the District Superintendent. Final approval will hinge on whether the church planter is called to plant this church.

_____ **Step 9: Complete the National AG Multiplication Matching Grant Application**

Up to \$30,000.00 may be available for your church plant through this Matching Fund. You can download an application on the National Church Multiplication Network website (<http://churchmultiplication.net>).

_____ **Step 10: Complete New Church Opening Form**

To be recognized as an AG church, the church planter should contact Danielle Debley (danielle@penndel.org) at the PennDel Ministries Center to complete a NEW CHURCH OPENING FORM. After the church has completed step 13 the form will be filed with Springfield.

_____ **Step 11: Receive Dependent Assemblies Constitution**

When the NEW CHURCH OPENING FORM is completed, then a copy of the DEPENDENT ASSEMBLIES CONSTITUTION will be mailed to you. (Parent Affiliated Churches will not receive this because they operate under the parenting church's constitution).

_____ **Step 12: Receive a 501(c)(3) Packet**

As part of the Assemblies of God, your church can operate under the General Council's 501(c)(3) exemption. When your NEW CHURCH OPENING FORM is completed this packet will be sent to you. (Parent Affiliated Churches can request this from their parent or danielle@penndel.org).

Step 13: Apply for an EIN Number

You will need to complete an application for your Employer Identification Number (EIN)– Form SS-4. You can complete the SS-4 form online (https://sa.www4.irs.gov/sa_vign/newFormSS4.do). When you receive your EIN number, you should contact the PennDel Ministries Center immediately and give it to Danielle Debley. Once we receive your EIN, we will forward the New Church Opening Form to General Council. (Parent Affiliated Churches can operate under the parenting church's EIN as long as their payroll is handled with the parenting church).

Step 14: Apply for a State Sales Tax Exemption Number

When you contact Danielle Debley, danielle@penndel.org, at the PennDel Ministries Center she will submit your information to the state and get your State Sales Tax Exemption certificate for you.

Step 15: Open a Church Checking Account

Take your 501(c)(3) and your EIN number to the bank to open your church checking account. The signature card for the checking account should include the signature of either the sectional treasurer or the treasurer of the mother church.

Step 16: Set Up Your Church Financial System

When you have opened the church checking account, you are then eligible to receive contributions. Make an appointment with Randy Rhoads (cerranenterprises@gmail.com) to set up your church financial system and review your salary structure. Many financial issues need to be addressed including housing allowance and Social Security payments. More information can be found at (www.newminister.com).

Step 17: Apply for the STL Grant

Speed the Light (STL) will help you with funds for a sound system or video projection system. If you are either licensed or ordained through the AG and your church is less than two years old you may apply for this grant. STL will only release funds after the church has launched. To receive an application or for questions on the STL grant, please contact Jessica Jones (jessica@penndel.org).

Step 18: Apply for the BGMC Grant

Boys and Girls Missionary Crusade (BGMC) will help with a grant for GPH resources. If you are either licensed or ordained through the AG and your church is less than two years old you may apply for this grant. To receive an application or for questions on the BGMC grant, please contact Megan Jordan (megan@penndel.org).

Step 19: Contact Women's Ministry Department

If you are in need of a Communion Set you can contact the PennDel Women of Purpose to request one for your new church plant. Please send your request to tiffany@penndelwomenofpurpose.org.

Step 20: Obtain Church Insurance

Prior to holding any public meetings, the church planter needs to obtain church insurance. To set up your coverage, contact Brotherhood Mutual Insurance/ James O Bower, 717-763-5668. In the event of a mother church plant you may do better getting a rider added from the parenting church policy.

Step 21: Adopt a Children's and Youth Risk Management Policy

Your church needs to adopt, implement and abide by a Children's and Youth Risk Management Policy. The PennDel Ministry Network has put together a comprehensive policy which you can adapt to your church. Contact George Krebs (george@penndel.org) to get a copy and a consultation.

Step 22: Set the Agenda for Your Advisory Board Meeting

When you meet with either your sectional Home Missions committee or the Board of the mother church, the following agenda items should be considered:

- a. Determine the salary package for the pastor (Housing, insurance, social security, etc.).
- b. Prepare a financial and attendance report for the PennDel Ministries Center.

Step 23: Work on Church Incorporation

Incorporation is needed before a church can own property. You can speak with an attorney in your area or else contact David York (dyorklaw@yahoo.com).